



STATE OF NORTH DAKOTA

OFFICE OF STATE TAX COMMISSIONER

600 E. BOULEVARD AVE., DEPT. 127, BISMARCK, NORTH DAKOTA 58505-0599

701-328-2770

FAX 701-328-3700

Hearing/Speech Impaired 800-366-6888 (TTY Relay North Dakota)

www.ndtaxdepartment.com

Rick Clayburgh
Commissioner

E-FILE REGISTRATION INSTRUCTIONS

Thank you for choosing an e-file option to file your Motor Fuels Tax monthly tax reports!

Prior to submitting a monthly tax report you will need to complete a three-step registration process.

Important note: After you complete Step 2, an authorization code will be mailed to you at the mailing address we have on file for the permit you are registering. Please allow sufficient time for the authorization code to reach you. Once you receive the authorization code, you will be able to complete Step 3 and the system will be available for you to use.

STEP 1 North Dakota Login ID *(If you already have a ND login ID, proceed to step 2.)*

- A. Go to www.ndtaxdepartment.com, click on *Fuels*, then *Electronic Filing*, and then the **Access E-File** link. Or, go directly to E-File at <https://secure.apps.state.nd.us/tax/mfft/public/main.htm>.
- B. Once you are on the E-file site, click on the **Register Now** link located to the right of the *Login* button.
- C. Immediately after you register for a Login ID, you will receive a confirmation e-mail. *You must follow the instructions in the confirmation e-mail.*
- D. Click on the link in the confirmation e-mail. Your Login ID and password are ready to use.

STEP 2 E-file Registration Application *(If you already submitted an E-file Registration Application to receive an authorization code, proceed to Step 3)*

- A. Log on to E-file and click on the *Fuels E-file Registration Application*.
- B. Complete the fill-in form, have an authorized individual sign the document, and submit it to the Commissioner to receive an authorization code.
- C. You will be able to complete Step 3 once you receive an authorization code. The Commissioner will mail the authorization code to the mailing address on file for the permit number.
- D. To report for multiple permits you must complete and submit a separate registration application for each permit.

STEP 3 Complete Registration *(You must have your authorization code to complete Step 3.)*

- A. After receiving your authorization code, log on to E-file.
- B. On the *Main Menu* enter the FEIN with suffix and the authorization code.
- C. To complete the registration for more permits, click the *Main Menu* button and select the *Complete Company Authorization Process* option.

Instructions for using North Dakota Motor Fuel Tax E-file can be found in the E-file Instructions Guideline on our Web site at www.state.nd.us/taxdpt/fuel/elecfileing/.

If you have any questions about the E-file system, or if you need assistance in completing the steps outlined above, please call our office at 701-328-3657 or e-mail us at fueltax@state.nd.us.